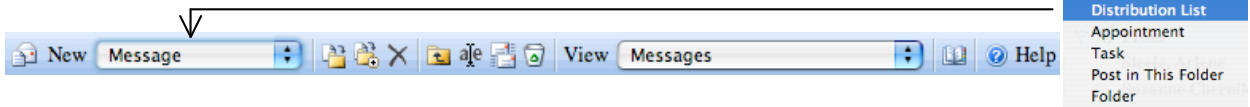


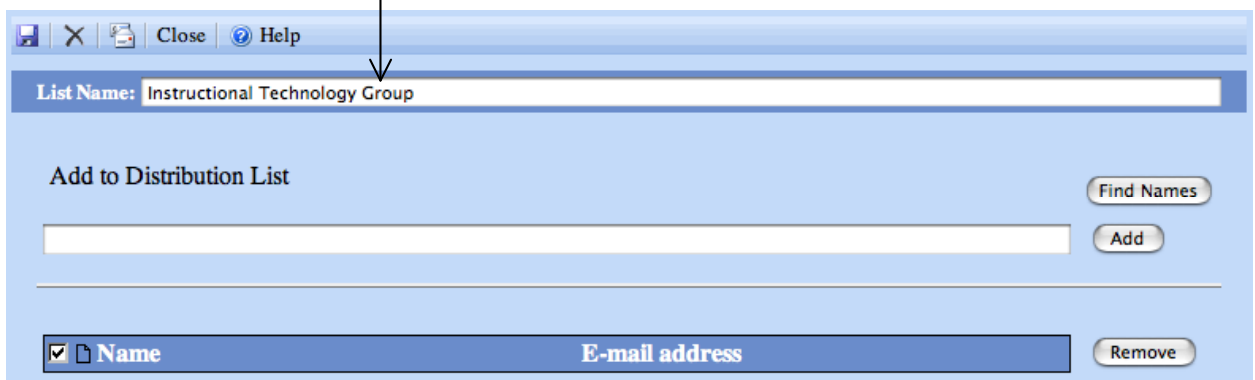
Creating Distribution Lists (Groups) in Outlook Web Access

Outlook Web Access (OWA) is the email application that KUSD provides for District employees. If you regularly send e-mail messages to a group of people, you can create a distribution list to simplify addressing messages. After a distribution list has been created, you can send a message to multiple recipients at the same time.

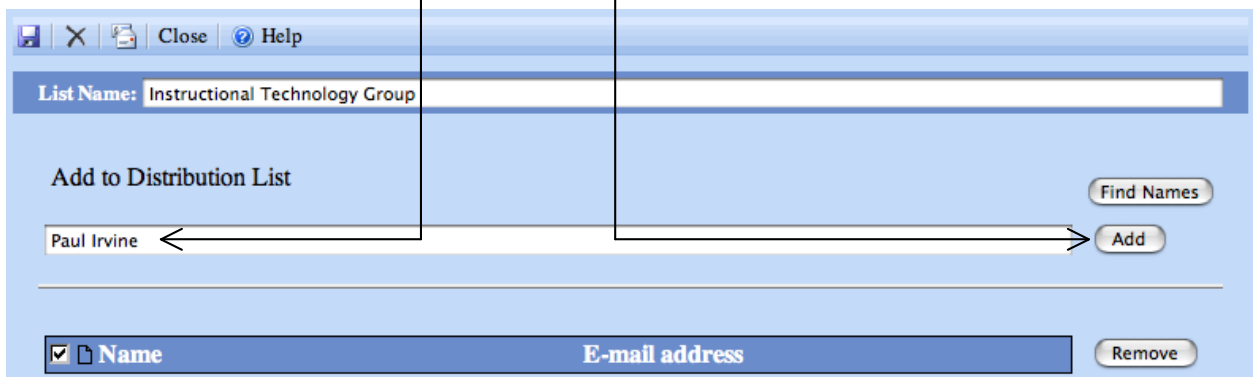
- 1 Start Safari, go to OWA, and log in.
- 2 In the tool bar at the top of the main OWA window, for New select Distribution List from the pop-up.



- 3 Give the distribution list a name.



- 4 If you know a person's name as it's entered either in your Contacts or in the District's Global Addresses, you can enter the name and click Add.



The contact appears in the distribution list.

A screenshot of a software window titled "Instructional Technology Group". The window has a menu bar with "Close" and "Help". Below the title bar, there is a text field containing "Instructional Technology Group". Underneath, there is a section titled "Add to Distribution List" with a text input field and two buttons: "Find Names" and "Add". Below this, there is a table with two columns: "Name" and "E-mail address". The table has one row with the contact "Paul Irvine" and email "pirvine@kUSD.edu". To the right of the table is a "Remove" button. An arrow points from the text "The contact appears in the distribution list." to the contact row in the table.

<input checked="" type="checkbox"/> Name	E-mail address
<input type="checkbox"/> Paul Irvine	pirvine@kUSD.edu

- 5 If you're not sure of exactly how a contact's name is listed or spelled, you can click **Find Names**. For instance, if I weren't sure of how to spell Suzanne's last name, I could type in her first name, click Find, and choose from a list.

A screenshot of a "Find Names" dialog box. It has a title bar with "Find Names" and a lock icon. The dialog contains several input fields: "Display Name:", "Last Name:", "First Name:" (with "Suzanne" entered), "Title:", "Alias Name:", "Company:", "Department:", "Office:", and "City:". There is a "Find" button at the bottom right. Below the input fields is a table with columns: "Name", "Phone", "Office", "Title", "Company", and "Alias". The first row of the table is empty and contains the text "Please enter the search information in one or more fields." At the bottom of the dialog, there is a section titled "Add recipient to..." with buttons for "Distribution List" and "Close". An arrow points from the "Find Names" button in the text above to the "Find" button in the dialog.

<input checked="" type="checkbox"/> Name	Phone	Office	Title	Company	Alias
Please enter the search information in one or more fields.					

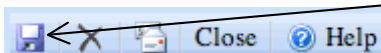
Check the person's name and ...

<input checked="" type="checkbox"/>	Name	Phone	Office	Title	Company	Alias
<input type="checkbox"/>	Suzanne Bryan					sbryan
<input checked="" type="checkbox"/>	Suzanne Chernik					schernik
<input type="checkbox"/>	Suzanne Evans					sevans
<input type="checkbox"/>	Suzanne Klopstein					sklopste
<input type="checkbox"/>	Suzanne Lewis					slewis
<input type="checkbox"/>	Suzanne Loewen					sloewen
<input type="checkbox"/>	Suzanne Preston					spreston
<input type="checkbox"/>	Suzanne Sack					susack

... click Add recipient to...

6 **Note:** To search for another name, you do not have to close the Find Names window. Just enter another name, click the Find button, and a new list will be created.

7 In the button bar at the top, be sure to click the disk icon to Save.



8 To send an email to the group, type the name of the distribution list in the To:, CC:, or BCC box.

To: Instructional Technology Group

Cc:

Bcc: